



Stourport Boat Club Management Committee MEETING MINUTES



Date	8 July 2024	Location	SBC Club Room
Time	7pm		
Committee	Sara Peace (SP) Bob Jones (BJ) Jane Palmer (JP) Luke Barnett (LB) Liz Danby (LD) Jimmy Watson (JW) Nic Danby (ND) Mark Appleton (MA)		
Copied		Captain	Stew Barnett (SB)

Item	Header	Notes	Lead
1	Apologies	SP	All
3	Welcome / Guests	-	-
4	Previous Minutes	Minutes of previous meeting approved.	All
5	Outstanding Actions	Reviewed	All

5. Management Matters

5a	Membership Report	<ul style="list-style-type: none"> • Following the successful L2R and Stourport High School Initiatives, SBC has had an influx of members <ul style="list-style-type: none"> ○ 3 SHS students have already signed up to become members ○ A letter went out to parents of the students who participated in the SHS project if they would like to become members ○ SHS Sports Day (Thursday 18th July) hopefully will encourage more student to join ○ Michelle Chancellor – has now become a member ○ Nigel has become a member ○ Gary Knight – now joining ○ Reece – possible ○ All SBC L2R members have joined to become fully-fledged members 	LD
5b	Finance Report	<ul style="list-style-type: none"> • MA require breakdown from Deb B for the breakfasts <ul style="list-style-type: none"> ○ Deb B to send these over so he can reconcile the accounts ○ Once this is done, we will have a better idea of the profits made • Sum Up Machines <ul style="list-style-type: none"> ○ SumUp machines to be used ○ Will need to order some more ○ MA Action – To order 3 more of these ahead of the regatta <ul style="list-style-type: none"> ▪ One for Tea Tent ▪ One for car park ▪ One for Bar • Reconciliation of income <ul style="list-style-type: none"> ○ MA Action – to be completed in preparation of VAT return • VAT Returns <ul style="list-style-type: none"> ○ VAT Returns are likely to upwards of £3K 	MA



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		<ul style="list-style-type: none"> ○ Members need to return VAT receipts if possible, as we can claim the VAT back ○ Bar products are mostly VATable 	
5c	Grounds & Maintenance	<ul style="list-style-type: none"> ● Lawn Maintenance – Duncan G and Tim D are currently maintaining the lawns – Committee thanks them both for their time and effort. ● SB Asks – Do we need someone in charge of grounds and maintenance? The larger projects such as the changing rooms will need someone to coordinate. <ul style="list-style-type: none"> ○ SB – suggests (redacted)? Or someone like that with practical skill set ○ Committee to gauge members interest in taking on the role ● LB suggests we need a form so members can report issues with the building ● Carpark <ul style="list-style-type: none"> ○ Once regatta is completed this project to be moved forward 	All
5d	Bar / Social / Functions	<ul style="list-style-type: none"> ● Committee Representation <ul style="list-style-type: none"> ○ SB – suggests Lee sitting on committee as the bar representative ● Ladies Car Cleaning Fund Raiser <ul style="list-style-type: none"> ○ LB to mention about the club not being able to take liability for potential accidents ○ LB – to ask if they could put up a sign notifying people 	SB
5e	Social Media & Website	<ul style="list-style-type: none"> ● JW and/or JP to speak with Katie Moriety regarding the admin rights of the Facebook page. ● If we can't get access, JW to set up new Facebook page for SBC 	JW

6. Rowing Matters

6a	Captain's Report	<ul style="list-style-type: none"> ● Current Club win tally: <ul style="list-style-type: none"> ○ 28 wins in total <ul style="list-style-type: none"> ▪ 11 men ▪ 13 women ▪ 4 juniors ● Women's Squad – Future Plans <ul style="list-style-type: none"> ○ SB to meet with women's squad to discuss ongoing coaching arrangements and ambitions going forward 	SB
6b	Junior Rowing	<ul style="list-style-type: none"> ● Currently only 12 Juniors <ul style="list-style-type: none"> ○ SHS initiative to support this ● SB – asks LD what did the letter say which went out to SHS Student parents? <ul style="list-style-type: none"> ○ LD – pricing to join the club and confirmation of training days/times (Monday, Thursday and Saturdays) 	All



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		<ul style="list-style-type: none"> • JP Asks - emergency contact details, does Ben have access to these as he will be taking on coaching? • All the parents of juniors need to be aware of who the welfare officers are • LB suggests – This would need to be detailed in welcome pack given to all new members, with other key information • Ryan – is he going to continue coaching? <ul style="list-style-type: none"> ○ He is, but not in an official capacity ○ Committee thanks him for years of dedication to the junior section • Junior Coordination <ul style="list-style-type: none"> ○ Meeting to be had between Claire Barley, Jenny Bird, JP, Ryan, Ben P to discuss who will take on the coordination ○ Key information to be obtained going forward - We need to know exactly who will be turning up to the junior training and what their emergency contact details are. • For insurance and welfare purposes all Junior coaches to be SBC member <ul style="list-style-type: none"> ○ Action – SB to speak with (redacted) regarding membership status ○ To be done ASAP 	
6c	Learn to Row & SHS Scheme	<ul style="list-style-type: none"> • All L2R members have joined <ul style="list-style-type: none"> ○ Has it been a success? Very much so ○ Represents £4K of new membership • Clare Barley and Jenny Bird to Coordinate – Ben P to coach 	SB
6d	Coaching & Development	<ul style="list-style-type: none"> • Power Boat Course <ul style="list-style-type: none"> ○ How many people have expressed interest in this? <ul style="list-style-type: none"> ○ Liz D ○ Ben P ○ Lee ○ Lil Stu ○ We need to make members aware that if they do a course they need to commit to the club and volunteer to support coaching ○ Date in the diary to be confirmed – proposed, 19th/20th August ○ To be confirmed - Is there a minimum or maximum number people on the course? 	SB
6e	Regatta planning	<ul style="list-style-type: none"> • Swifts – They are not hosting the cup game on the regatta weekend <ul style="list-style-type: none"> ○ SB to get new key • Safety and Risk Assessments submitted to BR • Canals and River Trust application, submitted and paid for. 	SB



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		<ul style="list-style-type: none"> Regatta organising Committee to meet Thursday 18th July 	
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7. Compliance Matters

7a	Health & safety (Including fire & river safety)	<ul style="list-style-type: none"> Regatta documentation now submitted to the relevant authorities LB to speak with ladies' squad regarding club liability regarding the Car Wash initiative 	LB
7c	Welfare	<ul style="list-style-type: none"> DBS Checks <ul style="list-style-type: none"> (redacted) has expired – JP to speak to him about getting a new one (redacted) – he's had a code (redacted) - Done (redacted) – Done (redacted) – to confirm membership status (redacted) – Done If (redacted) is to coordinate the Snr Ladies– they may need one as there are under 18's in the squad (redacted) said some members of the Snr Women's Squad have DBS – but they will need so specifically for the rowing club SBC Welfare policy <ul style="list-style-type: none"> JP has looks at welfare policies from other clubs JP is going to use Poplar (Thames) as a template – it's much better than The safety plan and the welfare policies to be put on the blue board ahead of the regatta 	JW
8	Secretariat	<ul style="list-style-type: none"> Emails – All committee members have been given access to the committee email. Website – On contact page, outline bar is not available for public events 	ND

9 AOB

	Eat Street Repeat	<ul style="list-style-type: none"> About ESR <ul style="list-style-type: none"> 4th anniversary this year They come onto a venue £15,000 on beers sales (Turnover) We would host it if we agree We would make the profits on the beer sales SB – do we want to host it? Paul D has confirmed as licensee he would be happy for us to do it Proposed date - 21st September 	SB
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		<ul style="list-style-type: none"> • ND – it’s a nice time to do it as its off-season for rowing, also would help cover the losses from the heads • How it works: <ul style="list-style-type: none"> ○ They make money on the ticks and food ○ We make the profit on alcohol <ul style="list-style-type: none"> ▪ MA Asks – what volumes? ▪ SB – TBC, we can do buy back deals with the brewery ○ LB Asks – would like to know estimated numbers of vendor? <ul style="list-style-type: none"> ▪ TBC ○ ESR to provide security ○ LB – will need to speak to the insurance company • SB Action – to go back to eat street repeat to discuss details • In principle committee agrees to it 	
	<p>Long-term planning – Club projects</p>	<ul style="list-style-type: none"> • LB – we need to think longer-term what our next 12-month priorities • LB - Suggests in September after the AGM, for us to set out long-term plans/project and outline financial priorities • Areas to consider: <ul style="list-style-type: none"> ○ Rendering of club walls ○ Car Park ○ Downstairs Toilet ○ Kitchen upgrade • Fire Extinguishers to be serviced this year • Fire Alarms to be checked 	<p>LB</p>
	<p>Facebook admin</p>	<ul style="list-style-type: none"> • JP to speak to (redacted) regarding admin transition • Failing that we’ll need to wind down existing page and start a new one 	<p>JW</p>
	<p>Senior Women’s Squad Future Plans</p>	<ul style="list-style-type: none"> • SB to meet Thursday 11th Jul with Snr women to discuss plans going forward. 	<p>SB</p>
	<p>Pool Table</p>	<ul style="list-style-type: none"> • Cost £350 for refurbished version • Not enough members to vote though. • Arguments for: <ul style="list-style-type: none"> ○ Additional revenue stream for the club ○ Will attract people down to use bar generating further revenue ○ £350 is extremely good value ○ Great opportunity for members to come together and socialize • Arguments against: <ul style="list-style-type: none"> ○ Committee not to spend any further until regatta for frugalities sake. • Majority in favour, LB against. 	<p>ND/SB</p>



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	Henley Regatta 150th Anniversary	<ul style="list-style-type: none">To be discussed at next meeting.	ND
10	Next Meeting	TBC Proposed dates: <ul style="list-style-type: none">Monday 5th Aug (19:00)Tuesday 6th Aug (19:00)Wednesday 7th Aug (19:00)	All